

DUTY STATEMENT
ASSISTANT DEPUTY DIRECTOR, FMD
SPECIAL REPAIRS
CEA, LEVEL B

Under the general direction of the Deputy Director, FMD, the Assistant Deputy Director, FMD Special Repair is responsible for planning, developing and directing the statewide special repairs and capital outlay projects of all 200 state owned building facilities including the State Capitol, the Legislative Office and the Legislative Office Building (LOB) Annex. The Assistant Chief provides building management and administration operations, maintenance, custodial and repair services necessary to support the state's real estate assets. The incumbent serves as the state's property management expert over the state owned buildings.

ESSENTIAL FUNCTIONS

30% Serves as the state's building repair expert over state owned building facilities. The incumbent will develop and implement new policy to effect change in many areas related to these buildings such as: structural repair lifecycles, mechanical repair lifecycles, internal/external recruitment, hiring and retention practices; develop employee performance standards at all levels; re-engineering hiring practices to ensure the highest caliber of employees to effectively perform within the highly sensitive and political environments; repair, preservation, restoration, such as historic artifacts and antiquities; ensure the state's assets are protected and preserved to ensure longevity for future generations. In addition, the incumbent is responsible for the building code required repairs such as the American Disability Act (ADA). Provide policy advice to the Deputy Director, FMD, Real Estate Services Division (RESA) management, Department of General Services (DGS) management, high-level staff within the State Capitol, the Legislative Office and the Department of Finance concerning proposed legislation that may impact the service delivery related to these buildings; provides leadership to develop and implement policy initiatives and practices new to California state government; and administers guidelines to ensure policies are applied consistently.

30% Serves as advisor to the Deputy Director, FMD and executive management on the development of policies that have department/state wide impact, and ensures the development and implementation of those policies. Utilize strategic and creative measures to apply technical building management expertise when advising executive

management on organizational issues. Ensures departmental compliance with applicable laws, rules, regulations, policies and procedures. Ensures legislative, court-related, and technological changes which impact the state's assets are reflected in departmental policies and procedures.

30% Builds strong business relationships internally and externally that add value to the department and the efficiency and effectiveness of its mission. Works closely with a wide variety of executive staff within RESD, DGS, the State Capitol, the Legislative Office, Department of Finance, contractors, departmental directors, etc., in making decisions and implementing the goals and objectives of the departmental strategic plan as related to protecting the state's assets of these historical buildings and holdings within. Develops annual and long-range goals and objectives to achieve the vision in protecting the state's assets.

10% Represents the department in conferences, meetings and hearings.